

SILETZ VALLEY FIRE DISTRICT
Regular Board of Director's Meeting
Tuesday, May 26, 2020

The Regular Meeting of the Siletz Valley Fire District Board of Directors was called to order at 19:51 PM by Board of Directors President Ron Hervey. Also present were Board of Directors Rick Olson, Patti Skauge, Dixie Morford and Reggie Butler. Staff in attendance included Bunny West, Chief Glenn Fluhr and EMT Coordinator Amber Kuettel. Also present was volunteer Alex Yoder.

Director Hervey led the Pledge of Allegiance.

MINUTES

Regular minutes and special meeting minutes from the February 2020 meeting were approved with one change. The minutes stated that Michael Lance was not in charge of the volunteer association report, but he is. Director Morford moved that the Regular Meeting Minutes from the February 2020 be approved with the change. Director Olson seconded the motion. All Ayes. Motion carried.

GUEST INTRODUCTIONS

None.

CORRESPONDENCE

None.

INFORMATION ITEMS

None.

REPORTS

a. Financial Reports: Clerk Bunny West

There were several financial reports to review.

- Check Listing by Bank Account through April 30, 2020.
- Bank of the West checking account reconciliation through April 30, 2020.
- Petty Cash reconciliation through April 30, 2020.
- LGIP Reconciliation for April 30, 2020.
- Bank of the West credit card reconciliation for Bunny West and Glenn Fluhr through April 2020.
- LGIP Transfer Authorization Form (03/19/2020).

Director Skauge made the motion to approve the financial reports as they are presented. 2nd by Director Olsen. Motions passed with all ayes.

b. Volunteer Association: No representative present.

c. Volunteer Recruitment and Retention: Included with EMT Coordinator Report.

d. EMT Coordinator:

EMT Coordinator Amber Kuettel requested that the board approve the purchase of a ZOLL X Series Cardiac Monitor. The district has received a \$15K grant for the purchase of this monitor. A refurbished monitor will cost about \$24K. Amber has been working with Zoll on the terms of a purchase. The refurbished monitor comes with a six-month warranty. This monitor performs several different things including measuring blood pressure and oxygen levels. It also has an AED mode and does CPR monitoring and tracking. It will integrate with the systems that are already in use within the county making the transfer of patient care to the ambulance seamless. This monitor is lightweight and durable. It also saves data for debriefing of calls once complete. A new model is \$34K. We will qualify for a trade in value on our current model of \$750 and Zoll will be performing training for our EMTs. Payment for this monitor would not be due until June 2021.

Normally a purchase at this price would require that we receive three competitive bids before proceeding but Zoll is the only manufacturer of this product. EMT coordinator Kuettel is asking that the board make the waive the requirement for three competitive bids for this item. Director Olsen made the motion to waive the requirement for this bid process. 2nd by Director Skauge.

Director Skauge made the motion that the district move forward with the purchase of the Zoll X Series Cardiac Monitor with the stipulation that the additional \$9400 needed be sought through a grant. 2nd by Director Morford.

EMT Coordinator Kuettel also reported that restrictions on medical supplies are being lifted so we are currently able to restock a few of the items that we have not been able to appropriate during Covid 19.

She also reported that the department has two new volunteers coming on board. They are new residents to the area that each have nine years' experience.

OLD BUSINESS

- The camera install for the SDAO Safety and Security Grant is ongoing. NEDES will be here on Thursday to complete the installation. The district decided to add two additional cameras to our original quote to cover two uncovered areas. Director Olsen noted that the cameras that are installed in the bays need additional securing. There does not appear to be enough support to hold these cameras with the jostling of the bay doors. Chief Fluhr stated that he will speak to the camera installation crew when they return on Thursday. The board agreed to look at the camera install at the conclusion of the meeting.
- The new smaller station signs have all been installed and they look great.

NEW BUSINESS

- a. ***New Brush Truck:*** This truck is now in service. The work on this truck has been coordinated by volunteer Brent Sutherlin. There will be additional training on this vehicle soon.

FIRE CHIEF'S REPORT

- The whole county has adopted the same Covid 19 response protocols. We are equipped with enough PPE. The Siletz Tribe was generous enough to help us attain the PPE we needed initially when we were unable to get any. We are currently only sending one responder into residences to make an assessment before we expose additional staff. The station is still closed to the public.
- The plastic shed next to the station was broken into. A weed eater and a leaf blower were stolen. Director Skauge recommended that we move the BBQ before it also stolen. Chief Fluhr noted that the area surrounding the Conex box and response trailer has been used as a restroom. He would like to get quotes to get the area fenced and graveled to prevent further vandalism. There was a consensus among the group to seek out bids.
- FFI Academy has restarted. The graduation has been pushed back until late July or August.
- The district has a complaint form that is available for the public if they have concerns that they would like addressed. The form is available at the station and it will also be available on the new website when it goes up. The chief will be collecting complaints regarding policies, procedures or staff. Any complaints that are specific to the chief will be collected by Bunny and forwarded to the board for review.
- The white pick-up that the district owns is surplus equipment and the chief would like to sell it via a closed bid process. Director Olsen made the motion to declare the white pick as a surplus item and a sealed bid sale of the item. Director Butler 2nd the motion. The motion passed with all ayes. The board determined that the minimum bid on the truck would be \$500 and the vehicle would come with the extra tires that fit it. The decals and the equipment on the vehicle will be removed ahead of sale. The bids will be opened at the July meeting.

At this time, the board determined that it needed to break out into an executive session regarding a personnel issue.

REVIEW and PAY BILLS

There were no bills to pay at this month's meeting.

PUBLIC COMMENT

None.

BOARD MEMEBERS COMMENT

ADJOURNMENT

The regular session resumed at 20:50 at which time Director Morford motioned that the meeting be adjourned. The motion was 2nd by Director Skauge. Meeting adjourned at 20:50

Reza Beck
President

Dijie Morford
Secretary

6-18-20

Date Signed

6-27-20

Date Signed

Minutes Approved June 16, 2020